



CANNON BUILDING  
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STATE OF DELAWARE  
**DEPARTMENT OF STATE**

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DIVISION OF PROFESSIONAL REGULATION

<b>PUBLIC MEETING MINUTES:</b>	<b>BOARD OF FUNERAL SERVICES</b>
<b>MEETING DATE AND TIME:</b>	<b>Wednesday, October 27, 2010, 10:00 a.m.</b>
<b>PLACE:</b>	861 Silver Lake Boulevard, Dover, Delaware <b>Conference Room B</b> , second floor of the Cannon Building
<b>MINUTES APPROVED:</b>	March 7, 2011

**MEMBERS PRESENT**

Harry Fletcher, Professional Member, President  
Marceline Knox, Public Member, Secretary  
Robert O. Wright, Professional Member  
William Torbert, Professional Member

**DIVISION STAFF/DEPUTY ATTORNEY GENERAL**

Danny Stevenson, Deputy Attorney General  
Michele Urbaniak, Administrative Specialist II

**MEMBERS ABSENT**

Chad Chandler, Professional Member  
M.C. Byrd, Public Member  
Danna Levy, Public Member

**OTHERS PRESENT**

Jennifer Myer, DPR Credentialing Specialist

**CALL TO ORDER**

Mr. Fletcher called the meeting to order at 10:00 a.m.

**REVIEW OF MINUTES**

The Board reviewed the minutes of the September 29, 2010 meeting. Ms. Knox made a motion, seconded by Mr. Torbert, to approve the September minutes as written. The motion was unanimously carried.

**UNFINISHED BUSINESS**

**Strategic Planning**

Mr. Stevenson gave examples of goals and objectives for the Board to consider for their Strategic Plan. Ms. Knox made a motion, seconded by Mr. Wright, to table the discussion until the November Board meeting. The motion was unanimously carried. Mr. Torbert asked Ms. Urbaniak to notify all Board members to bring proposals for the Strategic Plan to the November meeting.

**Rules and Regulations**

Ms. Urbaniak confirmed that a meeting of the Legislative Subcommittee had been scheduled for November 15, 2010, at 1:30 in Conference Room A.

**Update on State Funeral LRR Exam**

Ms. Urbaniak advised that the exam is in the process of being updated and transitioned from paper to computer-based testing. The Division has completed its part in the process and is awaiting changes to be made by the testing service.

**NEW BUSINESS**

**Approval of Licensure Ratification**

**Scott L. Smith**

Mr. Torbert made a motion, seconded by Ms. Knox, to approve the license ratification of Scott L. Smith. The motion passed unanimously.

**William D. Zwicharowski**

Ms. Knox made a motion, seconded by Mr. Torbert, to approve the license ratification of William D. Zwicharowski. The motion passed unanimously.

**Funeral Establishment Ownership Change**

**Chandler Funeral Home of Wilmington, LLC**

The application was reviewed by Mr. Fletcher, Mr. Torbert, and Mr. Wright. Ms. Knox made a motion, seconded by Mr. Wright, to approve the ownership change. The motion passed unanimously.

**Chandler Funeral Home of Hockessin, LLC**

The application was reviewed by Mr. Fletcher, Mr. Torbert, and Mr. Wright. Mr. Wright made a motion, seconded by Ms. Knox, to approve the ownership change. Mr. Wright questioned if a new license number would be issued. After discussion and confirmation from the Board's Licensing Specialist, Ms. Urbaniak confirmed that a new license number would be issued for each establishment permit. Mr. Wright questioned whether a signature could be notarized by a family member or employee. Ms. Urbaniak advised that although a family member may not be used as a notary, an employee notary is acceptable. The motion to approve Chandler's ownership change passed unanimously.

**COMPLAINT STATUS**

Ms. Urbaniak confirmed that Complaint 27-05-10 had recently been assigned to Mr. Wright. Mr. Wright notified Ms. Urbaniak that although he had received the assignment letter, he had not received details of the complaint. Ms. Urbaniak advised that if the complaint is filed by the Division, the Investigative Unit determines whether or not the specifics of the complaint are forwarded to the Board Contact. Ms. Urbaniak will email another copy of the complaint to Mr. Wright, but advised that details of the complaint may or may not be included, since the complaint was filed by the Division.

**OTHER BUSINESS BEFORE THE BOARD** (for discussion only)

**CE Audit**

Ms. Urbaniak advised that per the Board's statute and rules and regulations, the Division was in the process of generating a random audit of 10% of Funeral Director licensees, along with all late renewals. Mr. Wright questioned if a licensee that had been previously audited could be exempt from another audit. Ms. Urbaniak advised that an audited licensee could ask the Board for a waiver of the CE requirement due to extenuating circumstances, such as a medical issue. However, being audited more than once was not an extenuating circumstance and the Board cannot grant a waiver on that basis.

**PUBLIC COMMENT**

None

**NEXT MEETING**

The next meeting will be held on Wednesday, November 24, 2010, at 10:00 a.m. in Conference Room B, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

**ADJOURNMENT**

There being no further business, Mr. Torbert made a motion, seconded by Ms. Knox, to adjourn the meeting at 10:30 a.m. The motion was unanimously carried.

Respectfully submitted,

A handwritten signature in black ink, reading "Murbaniak". The signature is written in a cursive style with a large, stylized "M" and a trailing flourish.

Michele Urbaniak  
Administrative Specialist II